

**LINK COMMUNITY CHARTER SCHOOL  
BOARD OF TRUSTEES MEETING  
March 19, 2020 6:30 PM  
VIA TELECONFERENCE  
at Link Community Charter School  
23 Pennsylvania Avenue, Newark, New Jersey 07114**

**Draft Minutes**

**CALL TO ORDER**

This meeting is called to order at 6:33 pm.

**OPEN PUBLIC MEETINGS NOTICE: READING OF THE “SUNSHINE LAW” STATEMENT**

Adequate notice of this meeting of the LCCS Board of Trustees, setting forth time, date and location, was provided by placing a notice in the New Jersey *Star Ledger* and *nj.com* on March 14, 2020, by letters mailed and faxed to the city clerks of the four districts of residence dated March 11, 2020, by posting notice on the school website, and by communicating same to the Board of Trustees.

**ROLL CALL**

<b>Member</b>	<b>Present</b>	<b>Absent</b>	<b>Absent</b>
Covington, Regina	√		
Ebanks, Shawna	√		
Daughtry, Brenda	√		
Holguin-Veras, Susana	√		
Marshall, Richard	√		
Petrillo, John		√	
Purefoy, Frances	√		
Smith, Denise	√		

**IN ATTENDANCE: NON-VOTING STAFF/BOARD ATTORNEY**

Maria Pilar Paradiso, head of school  
Sharon Machrone, board recording secretary  
Bima Baje, school business administrator  
Leslie Baynes, chief operating officer  
Christine Martinez, Esq., board attorney

**APPROVAL OF AGENDA**

**Resolution #031920: Be it Resolved that the Board of Trustees accepts and approves the agenda for the meeting on March 19, 2020.**

Moved by Mrs. Smith

Seconded by Mrs. Purefoy

Discussion: None

Vote: Roll call; passed unanimously

**PUBLIC COMMENT**

During the course of the board meeting the Board of Trustees offers members of the public an opportunity to address issues regarding the operation of LCCS. The Board reminds those individuals to take this opportunity to identify themselves by name and address and to limit their comments to items listed on the agenda and/or items directly related to the operation of the LCCS. Issues raised by members of the public may or may not be responded to by the Board. All comments will be considered, and a response will be forthcoming if and when appropriate. The Board asks that members of the public be courteous and mindful of the rights of other individuals when speaking. Specifically, comments regarding students and employees of the Board are discouraged and will not be responded to

by the Board. Students and employees have specific legal rights afforded by the laws of New Jersey. The Board bears no responsibility, nor will it be liable for any comments made by members of the public. Members of the public should consider their comments in light of the legal rights of those affected or identified in their comments and be aware that they are legally responsible and liable for their comments. Comments by each member of the public choosing to speak are limited to 3 minutes.

#### **CLOSING OF PUBLIC COMMENT**

No members of the public present.

#### **ACKNOWLEDGMENT OF CORRESPONDENCE**

None

#### **PRESENTATION: Plan for Health-Related School Closure, Mrs. Paradiso (see attached)**

#### **HEAD OF SCHOOL REPORT**

Mrs. Paradiso mentioned:

- Dedicated phone lines and hotlines are being set up to be answered remotely
- The enrollment lottery has been moved to April 22 and will be held live online at 5 pm.
- High School acceptances have been coming in and Mr. Silver has begun to work with 7<sup>th</sup> grade families.
- Link is looking into how to engage the paraprofessionals who are hired through an agency.
- Instruction: Students are presumed to be present according to the state guidelines, but Link will be checking attendance; lessons are being delivered via PowerPoint presentations and other tools including Google Classroom and Google Hangouts; teachers have been working long hours and need to find balance.
- Special Education: There has been a Child Study Team meeting since the closure. Classified students are receiving support from the Special Education Teachers.
- The request for school expansion has not received an “official” response from the Charter School office, but we have been informed that the request for reconsideration has been viewed as a new proposal, not reconsideration; therefore, it would have to be submitted as a new proposal. We can seek a waiver from the normal December timeline from the County Superintendent of Education. Link will apply for the waiver.

#### **OLD BUSINESS**

None

#### **NEW BUSINESS**

None

#### **ANNOUNCEMENTS**

The next regularly scheduled board meeting will be held on Monday, April 20, 2020.

#### **MOTION TO ADJOURN THE MEETING**

Moved by Mr. Marshall


Seconded by Mrs. Covington

Vote: Voice; passed unanimously

The meeting is adjourned at 7:14 pm.

These minutes represent a record of the actions taken by the Board of Trustees during the meeting and a summary of the discussions that took place. The minutes are not intended to be, nor are they, a verbatim record of the discussion on a particular item.

Respectfully submitted,

A handwritten signature in cursive script, reading "Sharon F. Machrone".

Sharon F. Machrone, Board Recording Secretary

Date: March 19, 2020

Approved by the Link Community Charter School Board of Trustees: April 20, 2020

# **LINK COMMUNITY CHARTER SCHOOL HEALTH-RELATED PREPAREDNESS PLAN**

**March, 2020**



**23 Pennsylvania Avenue**

**Newark, NJ 07114**

**[www.linkschool.org](http://www.linkschool.org)**

**O: 973-642-0529 F: 973-642-1978 E: [link@linkschool.org](mailto:link@linkschool.org)**

## **General Information on COVID-19 Coronavirus**

Guidance for Schools from NJ Department of Health

[https://www.nj.gov/health/cd/documents/topics/NCOV/COVID19\\_schools\\_FINAL\\_3.4.20.pdf](https://www.nj.gov/health/cd/documents/topics/NCOV/COVID19_schools_FINAL_3.4.20.pdf)

Centers for Disease Control and Prevention Information on Coronavirus

<https://www.cdc.gov/coronavirus/2019-ncov/cases-in-us.html>

Signs and Prevention Tips from NJ Department of Health

[https://www.nj.gov/health/cd/documents/topics/NCOV/INFOGRAPHIC-covid-19-quick\\_facts.pdf](https://www.nj.gov/health/cd/documents/topics/NCOV/INFOGRAPHIC-covid-19-quick_facts.pdf)

Posters placed throughout the building

NJ Coronavirus and Poison Hotline

1-800-222-1222 or 1-800-962-1253 if using out-of-state phone line

## LCCS Response to Seasonal Flu and COVID-19 Coronavirus

<b>December 2019 - February 2020</b>	<p>Communications home through Weekly Purple Envelope with school protocols regarding the flu and cold season</p> <p>Placement and continual restocking of hand sanitizers throughout building</p> <p>Continual cleaning and disinfecting of high contact areas throughout the building</p>
<b>March 3, 2020</b>	<p>Letter to school community regarding school response</p> <p>School Leadership Participation in Governor's Coronavirus Preparedness Briefing Call (NJDOH)</p>
<b>March 5, 2020</b>	<p>NJDOE issues guidance on "home instruction" for health related closings</p>
<b>March 6, 2020</b>	<p>Staff Meeting to discuss school response</p>
<b>March 9, 2020</b>	<p>School Leadership Participation on Conference call with NJ Office of Charter and Renaissance Schools</p> <p>Leadership Meeting to discuss school preparedness plan</p> <p>School Board Meeting discussion on preliminary plan and scheduling of emergency board meeting on March 19<sup>th</sup> via conference call (capacity to handle all school families) with notices posted</p>
<b>March 10, 2020</b>	<p>Creation of dedicated webpage on school site  <a href="https://linkschool.org/covid-19-coronavirus-information-and-updates/">https://linkschool.org/covid-19-coronavirus-information-and-updates/</a></p> <p>Leadership Meeting to continue detailing school preparedness plan and initiate early dismissal on Friday, March 13<sup>th</sup> for planning and disinfecting.</p> <p>Phone blast to school families to inform of early dismissal</p>
<b>March 11, 2020</b>	<p>School response to email request from County Superintendent</p>

	<b>Leadership Meeting to continue detailing school preparedness plan</b>
<b>March 12, 2020</b>	<b>Planning session with school technology consultant</b>
	<b>Purchase of emergency chromebooks to deploy to students as needed</b>
	<b>Leadership Meeting to continue detailing school preparedness plan</b>
	<b>School response to Technology Survey issued by NJDOE</b>
<b>March 13, 2020</b>	<b>Meeting with Social Workers, Nurse and Deans to discuss School Preparedness Plan</b>
	<b>Presentation on School Preparedness Plan to all staff</b>
	<b>Instructional Planning Session for Teachers re: remote learning strategies and review of available tools</b>
	<b>School response to Meals Survey issued by NJDOE</b>

## **General School Preparedness**

### **Emergency Preparedness**

- This document provides a thoughtful plan to deliver LCCS's mission and meet application law and regulations during a health-related closure of the school.
- LCCS' general Emergency Plan remains in effect. The school will continue to use guidance from the NJ Department of Health and its local agencies, as well as the NJ Department of Education in responding to health related emergencies.
- This plan is a living document and will be adapted to respond to changing conditions of such a health-related closure.

### **Building Access**

- The school building will be accessible for small groups as necessary, including the distribution of school meals and student resources.
- The school building will be staffed by the custodian, administrative staff, and a member of the leadership team (in rotation).

### **Communication**

- LCCS will continue to use its School Messenger communication system to send emails, phone calls and text messages to school families and staff with updates regarding school operations and health/safety.
- LCCS developed a dedicated page on the website to keep the school community informed: <https://linkschool.org/covid-19-coronavirus-information-and-updates/>
- LCCS will also use its social media platforms (facebook, twitter) to communicate with the community.
- All staff and students will have access to their LCCS email addresses.
- All communications with stakeholders, the media and the public are directed by the Head of School in collaboration with the Principal, Chief Operating Officer, and the Director of Communication.
- Meetings will be conducted via Google Hangout with Zoom and TEAMS as backup platforms.
- Mobile devices/service will be provided to the school social workers, nurse, deans and director of admission and high school placement for ongoing communication with families and discharge of their duties.

### **Student Records**

- All student and family data may be accessed remotely by school personnel through the Student Information System (PowerSchool) which is hosted off site by Pearson and provides appropriate levels of privacy/confidentiality.
- DeansList is also available to all staff as a communication tool.



### **School Operations Leadership and Staffing Team**

LCCS will continue to function under the leadership of the head of school and the direction of the principal and chief operating officer. During any school closure where operations continue, the following administrators and staff will lead/implement the major areas of the school:

Maria Pilar Paradiso, Head of School

- State and County Level Communication, Coordination, Compliance
- Board Relations/Meetings
  
- Public Relations and Community Engagement  
Sharon Machrone, Director of Communications
  
- Enrollment, High School Placement, Summer Opportunities  
Greg Silver, Director of Admission and HSP
  
- Transportation, SIS, Enrollment, Student Records  
Erica Bradshaw, Instructional Program Operations Manager

Leslie Baynes, Chief Operating Officer and Bima Baje, School Business Administrator

- Food Services  
Marlene Wilson, Cafeteria Manager
  
- Facility Maintenance and Cleaning  
Vidal Carrasco, Plant Manager  
Building Cleaner (contractual)
  
- HR, Benefits, Purchasing  
Joven Freeman
  
- Payroll, Accounting, Compliance, Pension  
Bima Baje and Leslie Baynes

Kathleen Hester, Principal

- Supplies, Parent Support  
Monique Brooks, School Secretary
  
- Attendance  
Monique Brooks, School Secretary  
Da'Cheray Thomas-Ruth, Assistant Dean of Students
  
- Instructional Program Delivery  
Detra DeNully, Dean of Students (English Language Arts)  
Christine Kelley-Kemple, Science Specialist and Instructional Coach (science & ss)

Danielle Perrota, Math Specialist and Instructional Coach (math)  
 Christine Lynskey, Special Education Coordinator (special education)  
 Hannah Kennedy, House Culture Leader (SEL)

- Heath and Wellness Checks  
 Karen Hannah, nurse  
 Dr. Kia Gundry, school physician (for consultation)
- Counseling Services, Speech Services, Crisis/Trauma Support  
 Erika Turner, School Social Worker/HIB Coordinator/Child Study Team Internal Caseworker

### **Staffing**

- The school will continue to employ its regular staff.

### **Continuity of Operations**

- Payroll and benefit will continue on schedule.
- Staff will have access to SBA (Bima Baje) and Finance and Operations Coordinator (Joven Freeman-Wright) during normal school hours via email.
- LCCS Board of Education meetings will continue as scheduled via conference call with secured conference call number: 857-799-9533. An emergency meeting has been scheduled for Thursday, March 19, 2020, at 6:30 pm, to try out this new structure. The secured conference line can support robust parent participation.
- LCCS' Food Service Provider will coordinate packaged food/meals as needed for students with pick up at school between 8:00 and 10:00 am.

### **Financial Considerations**

The School has an appropriate fund balance and cash balance to support temporary disruption to district payments and has secured authority from the school board to explore short term financial options such as a loan and/or line of credit.

### **Staff Attendance**

All LCCS staff are expected to participate fully during a health-related school closure. Staff will sign in and out through Paylocity with individual IDs to capture attendance. Staff who are ill would communicate via LCCS' Call Out procedure and take a sick day pursuant to school policies. Instructional coverage would be provided for teachers who are sick by the administrator assigned to the teaching team. LCCS staff are expected to check-in with the administrator assigned at least two times per day.

### **Meetings and Planning Sessions**

Health-Related School Closure: Instructional Level Administrators will participate in a daily conference at 3:00 pm to address the following preliminary agenda and any other relevant topics with respect to health-related closure activities and programming:

- I. Instructional Delivery Updates and Needs for all Subjects
  - a. Lesson Planning Status Check/Needs
  - b. Teacher Technology Resources Status Check/Needs
  - c. Student Technology Resources Status Check/Needs
  - d. Special Education Status Check/Needs
- II. Attendance Update and Needs
- III. Support Services Update and Needs
  - a. Counseling
  - b. Speech
  - c. Crisis/trauma
- IV. Food and Nutrition Delivery Update/Needs
  - a. Free and Reduced Lunch compliance
  - b. Others
- V. Communication Needs
- VI. Other topics

Ongoing Operations: To keep planning moving forward in anticipation of returning to traditional school operations, Instructional Administrators and other staff will continue to meet regularly to address regular instructional program and curriculum, state assessment, school calendar, summer academy, summer remediation, capacity building/growth, athletics, extracurricular programming, field trips, materials and resources, compliance, enrollment, etc. Meetings to be scheduled via Google Hangout as needed between 8:30 am and 10:00 am.

Leadership Team: LCCS school leadership (head of school, principal and chief operating officer-with SBA as needed) to meet daily via conference call/video at 7:30 am.

### Plan for Instructional Delivery

LCCS has developed a plan to ensure robust instruction with strong student engagement and positive learning outcomes. To meet this goal, LCCS will provide

1. Attendance monitoring through direct class-based teacher/and daily advisor contact.
2. LCCS teacher-developed instruction that meets the school's curriculum/course of study. Instruction will mostly be delivered via Google Classroom and Google Hangout. Instruction will include mini-lessons and independent student work.
3. Differentiated learning materials and resources, including digital learning platforms, teacher-created presentations, teacher-created learning packets, independent reading texts, and online access to textbooks.
4. Platforms for student engagement that allow students to ask questions, contribute and respond to questions/prompts.
5. Technology tools to support digital learning, including devices (chromebooks) and mobile hotspots/modems to ensure connectivity for all students in need.
6. Weekly communication to and engagement with school families through advisor and teacher emails, electronic delivery of "Link to Home", and regular website postings.
7. Regular "Health and Wellness" checks via phone/video by the nurse and deans.
8. Ongoing counseling and speech services as provided in IEPs (no other services are currently required).
9. Counseling and crisis intervention as needed by the social workers.
10. Continuation of all Child Study Team meetings and evaluations as appropriate.
11. Provision of Individualized education plan for support in content areas.
12. Administrative/instructional support will be provided to all teachers with content area assignments.
13. Training and resources for teachers to support digital instruction.

The instructional program will comprise a minimum of four (4) hours daily with the following course of study:

#### Lower House: 5<sup>th</sup> and 6<sup>th</sup> grade

- English language arts (balanced literacy model)
- math
- science
- computers
- Spanish
- The arts
- life skills/advisory/social emotional learning
- independent reading
- health/physical education

#### Upper House: 7<sup>th</sup> and 8<sup>th</sup> grade

- English
- math
- social studies
- science
- computers
- Spanish
- The arts
- advisory/social emotional learning
- independent reading
- health/physical education

